



**MAINTENANCE & SERVICE CONTRACT – HVAC & REFRIGERATION
NSLC HEAD OFFICE DISTRIBUTION CENTRE**

**NOVA SCOTIA LIQUOR CORPORATION
93 CHAIN LAKE DRIVE
HALIFAX, NOVA SCOTIA
B3S 1A3**

NSLC REFERENCE NO: SR-65-P-14

NSLC Contact: Stephen Bayer
Manager – Procurement & Tendering
Email: stephen.bayer@myNSLC.com

1. **A tender for a comprehensive maintenance and service contract for HVAC and refrigeration services for the NSLC Head Office Distribution Centre, 93 Chain Lake Drive, Halifax, NS. Tender is for a three year period with an option to renew for an additional two year period.**
2. The NSLC Policy is to ensure that all firms interested in becoming government suppliers shall be given equitable access to contract opportunities, except that consideration may be shown to Atlantic Provinces suppliers, manufacturers and contractors whenever practical and economically feasible to do so, consistent with The Atlantic Procurement Agreement.
3. Tenders must be delivered to the **Nova Scotia Liquor Corporation**, prior to the tender **closing date of March 31, 2015, 2:00 PM ADT (Halifax local time)**. Please indicate the NSLC Reference Number on your document and/or envelope.

Mailing/Courier: **Nova Scotia Liquor Corporation**
Address: Attn: Stephen Bayer, Manager, Procurement & Tendering/Reference No. SR-65-P-14
93 Chain Lake Drive
Bayers Lake Business Park
Halifax, Nova Scotia
B3S 1A3

4. The tender must be submitted in duplicate on form provided herein. These forms must be completely filled out in ink, or typewritten with the signature in longhand, and the completed form shall be without interlineations or erasures. The tender **must** be addressed to the Nova Scotia Liquor Corporation, at the above address.
5. **Inquiries concerning the Specifications are to be directed only to the attention of: Karen Faulkner, Manager-Facilities Email: karen.faulkner@myNSLC.com AND to Stephen Bayer, Manager-Procurement & Tendering: Email: stephen.bayer@myNSLC.com** Please do not solicit information/clarification from any other NSLC staff, other than the above, regarding this tender document unless the above contact person has specifically directed you to another to respond. The NSLC reserves the right to disqualify any respondent that does not comply with this requirement.
6. Please submit all inquiries in writing to the above no later than three (3) business days prior to the closing date. All NSLC responses will be provided via an addendum to this tender. **Confirmation of issued addenda can be obtained by checking the tender document as posted on the Public Tenders website at www.gov.ns.ca/tenders.**

7. Notification of successful bidder will be forwarded to all unsuccessful suppliers immediately after the tender is awarded.
8. Late quotes received after the closing date and time will be disqualified from competition and returned to the bidder unopened.
9. **Tenders will not be accepted by fax or email.**
10. Incomplete tender and tenders that fail to comply with the specification documents will be rejected. Contractors are urged to (1) indicate all areas with which they will not comply and (2) specific terms which they will accept. Rationale for their position will also enhance their proposal.
11. All responses are subject to evaluation after opening and before award of contract. Responses may be evaluated not only on the submitted price but also on quality of service, goods, delivery, availability of supply, parts, servicing and the capacity of the bidder to meet the requirements of the procurement in accordance with the criteria stated in the tender documents. On request, unsuccessful respondents are entitled to receive an explanation and a debriefing on their submission. All buying activity will attempt to seek out best value, which maximizes the effectiveness and profitability to the Corporation.
12. **Changes/amendments to Bid Submissions may be accepted by fax provided the attached NSLC document is completed.** Fax must include proper identification by company name, reference number and due date and are received prior to closing date and time. Amendment is to identify change in price only, not revealing the amount of the original bid submitted.
For example your Amendment must state:
Change (decrease/or increase) to the original bid **excluding HST** is \$10,000.00.
Please use form provided.
13. Bidders should ensure that all calculations and totals are correct. If any discrepancies/errors are noted in the evaluation process, the unit price will prevail.
14. Bidders expenses for this tender are the sole responsibility of the bidder in the preparation or presentation of their proposal.
15. The NSLC reserves the right to reject any or all bids. This tender implies no obligation on the NSLC to accept this bid or any bid submitted and has the right to cancel this tender if required.
16. The NSLC reserves the right to cancel the awarded contract with 30 days written notice if required.
17. All contracts resulting from this tender will be governed under the laws of Nova Scotia.

18. The NSLC reserves the right to contact bidders for the purpose of clarifying information included in the proposal prior to making a final decision or recommendation.
19. The Bidder shall include in his tender a list of all firms which it is intended shall act as sub-contractors for portions of the work. All sub-contractors are subject to the approval of the NSLC, and there shall be no change of sub-contractors after the signing of the contract unless written approval is received from the NSLC.
20. The Bidder shall indicate on his tender form that he has based his prices on the specifications and all addenda issued during this course of tendering. He shall also assure himself that he has, in his possession at the time of tendering, all addenda that have been issued.
21. The NSLC reserves the right to ensure the work is being completed to its standards as provided in the documents.
22. The NSLC reserves the right not to award to any bidder based on past performance with the NSLC.
23. Bidders are to provide a written warranty on all materials and workmanship for a minimum one (1) year period from the date of contract completion.

24. Bid Evaluation Criteria

Compliance with the Bid Documents	Pass/Fail
Price	90%
Maintenance Schedule & Procedures	10%
Total	100%

**NOVA SCOTIA LIQUOR CORPORATION
BID FORM-HVAC MAINTENANCE & SERVICE**

NSLC Reference No: SR-65-P-14

**HVAC & Refrigeration for the NSLC's Head Office and Distribution Centre,
as per tender specifications and drawings.**

SUBMITTED BY:

The undersigned Bidder agrees to provide all necessary labour, permits (if required), equipment, tools, travel, shop drawings, site supervision, incidentals and other means of cleaning, and any deficiency related work associated with the timely completion of this project as specified in accordance with the Contract and agrees to accept, therefore as payment in full, the Contract Price for the NSLC's Head Office and Distribution Centre.

(As per Specifications) in Canadian funds, **excluding H.S.T.**

Guaranteed Price for complete Three (3) Year Comprehensive Maintenance & Service Contract (including Building Automation System portion):

(As per specifications) excluding HST.

TOTAL	\$ _____
--------------	-----------------

BUILDING AUTOMATION SYSTEM PORTION OF CONTRACT

3rd Party pricing carried for Building Automation System, if applicable.

Work to be performed by:

Amount carried (included above): _____

The undersigned Bidder agrees if awarded the Contract on this Bid to commence and complete the Work for the duration of time specified in the bid documents.

1. The Bidder agrees that he has:

.1 Carefully examined the site of the work described herein; become familiar with local conditions and the character and the extent of the work; carefully examined every part of the proposed Contract and thoroughly understands its stipulations, requirements and provisions.

.2 Determined the quality and quantity of materials required; investigated the location and determined the source of supply of the material required; investigated labour conditions; and has arranged for the continuous prosecution of the work herein described.

.3 Noted that the Harmonized Sales Tax is excluded from this Contact Price.

2. The NSLC agrees to examine this Bid and in consideration, therefore, the Bidder hereby agrees not to revoke this Bid:

.1 until some other Bidder has entered into the Contract with the NSLC for the performance of the work and the supply of the materials specified in the notice inviting Bids or in the Instructions to Bidders, or

.2 until twenty (20) days after the time fixed in the Instructions to Bidders for receiving Bids has expired,

Whichever first occurs; provided, however, that the Bidder may revoke this Bid at any time before the closing time and date fixed in the Instructions to Bidders.

3. The Bidder hereby agrees to be bound by the award of the Contract and if awarded the Contract on this Bid to execute the required Contract commencing on the stipulated date.

4. The Bidder hereby acknowledges receipt of the following addenda:

<u>ADDENDUM NO.</u>	<u>DATED</u>	<u>NUMBER OF PAGES</u>

The Bidder has listed the Sub-contractors they will use for trades, reserving the right to substitute should any sub-contractor withdraw his Tender or become bankrupt; substitutions are subject to the NSLC's approval.

Sub-Contractor

Trade

Price

The Bidder recognizes the NSLC's right to accept any Tender, or to reject any or all Tenders, also the NSLC's right to substitute any Sub-contractor after adjusting the contract price with the Contractor.

The undersigned Bidder declares that this Bid is made without connection with any other person(s) submitting Bids for the same work and is in all respects fair and without collusion or fraud.

Dated this _____ day of _____, 2015

Bidder's Name _____
(please print)

Bidder's Signature _____

Company _____

WCB Clearance Number _____

Address _____

Telephone Number _____ Fax Number _____

Email _____

NOVA SCOTIA LIQUOR CORPORATION
AMENDMENT TO BID SUBMISSION

Please fax this form to the Nova Scotia Liquor Corporation before the tender closing date and time. Allow a minimum of 15 minutes prior to closing for transmission time as there may be a back log and your submission may be received after the acceptable time frame.

Fax: (902) 450-6007

Date & Time: _____

Company: _____

Re: Tender # SR-65-P-14

Number of Pages: _____

MESSAGE:

With reference to the above mentioned project, please adjust our sealed tender as follows:

INCREASE BY: \$ _____ to the lump sum

OR

DECREASE BY: \$ _____ to the lump sum

No tax portion is required.

OFFICIAL SIGNATURE: _____



SPECIFICATIONS

NOVA SCOTIA LIQUOR CORPORATION

Head Office / Distribution Centre

Three (3) year with Two (2) year option

Comprehensive Maintenance and Service Contract

HVAC / Refrigeration

**Nova Scotia Liquor Corporation
93 Chain Lake Drive
Halifax, NS, B3S-1A3**

March 04, 2015

TABLE OF CONTENTS

Section 1

Summary Of Work

- 1.1 Description of Work
- 1.2 Predetermination Inspection
- 1.3 Contractors Duties
- 1.4 Contractors Use Of Premises
- 1.5 Payment Schedule
- 1.6 Drawings/Specifications/Procedures/References

Section 2

General Conditions

- 2.1 Protection Of Work And Property
- 2.2 Materials, Appliances And Employees
- 2.3 Cutting And Patching
- 2.4 Workers Compensation Insurance / Accident
- 2.5 Certificate Of Recognition
- 2.6 Change Orders And Additional Work
- 2.7 Interruption Of Services
- 2.8 Termination Of Contract
- 2.9 Inquiries
- 2.10 Evaluation Criteria

Section 3

Technical Specifications

- 3.1 Scope Of Work
- 3.2 Details Of Work
- 3.3 Building Automation System

Section 4

Appendix

- A Equipment Lists
- B Site Visit And Inspection Form

1.1 DESCRIPTION OF WORK

.1 Work at the Nova Scotia Liquor Corporation Head Office/Distribution Centre shall consist of (but not be limited to):

- Comprehensive maintenance agreement
- Quarterly service and inspection visit
- Two (2) hour service call response time
- 24/7 toll free service line

.2 Before tendering, each trade shall determine all site conditions that may affect the work and include everything necessary for the proper installation and completion of the work including all accessories required for an operative installation. Each trade will contact the designated site representative to arrange a site visit convenient for both parties.

1.2 PREDETERMINATION INSPECTION

.1 The Contractor shall submit to the Nova Scotia Liquor Corporation, Manager – Facilities, an equipment predetermination of all systems that are to be covered under this Contract within forty-five (45) working days of the Contract award. The Contractor shall inspect and verify that all equipment is functional and in proper working condition and submit a Site Visit And Inspection Form. The Site Visit And Inspection Form shall be signed and dated by the Manager Facility Operations or his/her designate. The Contractor shall submit with the Site Visit And Inspection Form a list of all deficiencies. The Nova Scotia Liquor Corporation will take the necessary measures to have the deficiencies corrected. Any deficiencies found or reported after the predetermination period will be the responsibility of the Contractor and shall be covered by this Contract.

1.3 CONTRACTOR'S DUTIES

.1 Unless otherwise provided in the Contract Documents, the Contractor shall provide and pay all labour, materials, equipment, tools, construction equipment and machinery, transportation and other facilities necessary for the execution and completion of the work in accordance with the Contract Documents and any applicable code or statute.

.2 Pay all applicable taxes.

.3 Obtain and pay for as necessary for proper execution of the work:
a) Permits
b) Fees
c) Inspections

.4 Comply with all rules and regulations of Provincial Government, Local Municipal Statutes and Authorities having jurisdiction. Comply with all Occupational Health and Safety regulations.

- .5 Prior to commencement of work the Contractor shall submit for approval to the NSLC where applicable two (2) copies each of the following:
 - a) Maintenance schedule
 - b) Material Safety Data Sheets
 - c) Applicable Safe Work Procedures
 - d) Performance Bond
 - e) Certificate of Insurance

 - .6 Promptly submit written notice to the NSLC of observed variance of Contract Documents from legal requirements of Authorities having jurisdiction.

 - .7 The Contractor shall at all times enforce strict discipline and good order among his employees and ensure the same from all sub contract trades.
- 1.4 CONTRACTORS USE OF PREMISES
- .1 Use of site: Limited to areas required for work and storage.

 - .2 Do not unreasonably encumber site with materials or equipment. Remove trash as needed to allow normal operation of the site. At substantial completion, the Contractor will remove any rubbish still remaining.
- 1.5 PAYMENT SCHEDULE
- .1 The Contractor shall submit quarterly invoices upon completion of each service and inspection visit to cover that portion of the Comprehensive Maintenance and Service Agreement.

 - .2 All Service and Inspection Reports - including Building Automation and any other 3rd party service records - must be included with the quarterly invoice. Invoice will be processed within thirty days of receipt providing all reports have been received. Payment will be withheld until all Service and Inspection reports have been received.

 - .3 Service and Inspection Reports must be duly signed by the Manager - Facilities or his/her designate.

 - .4 No payments will be issued from account statements or summaries. Copies of original invoice and Service and Inspection Reports must accompany request for payment on overdue accounts.

 - .5 Any and all additional work that may be required but is not covered under the terms and conditions of the Comprehensive Maintenance and Service Agreement must be invoiced separately and need not accompany quarterly Comprehensive Maintenance and Service Agreement billing.

1.6 DRAWINGS/SPECIFICATIONS/PROCEDURES/REFERANCES

- .1 Upon completion of work, the Contractor shall submit to the NSLC, where applicable, three (3) copies each of the following:
 - a) Shop Drawings and Manufactures Specifications for any new materials, fixtures and/or equipment supplied and/or installed.
 - b) As Built Drawings.
 - c) Air Balancing Reports.
- .2 The Contractor shall submit to the NSLC within the first three- (3) months of the Contract and again three- (3) months prior to the end of the Contract, a complete and up to date equipment list including – Site/Equipment Description/Manufacture/Model Number/Serial Number/Date/Physical Location.
- .3 The Contractor shall submit to the NSLC (3) months prior to the end of the Contract a summary report of all service and repair work.
- .4 The Contractor shall submit complete Maintenance Schedules and Procedures for all equipment covered under the terms and conditions of the Comprehensive Maintenance and Service Agreement **with the tender submission.**
- .5 The Contractor should submit a minimum of three (3) verifiable references **with the tender submission.**

===== END =====

2.1 PROTECTION OF WORK AND PROPERTY

- .1 The Contractor shall maintain continuously adequate protection of all his work from damage and shall protect the Nova Scotia Liquor Corporation's property from all injury arising in conjunction with this contract. The Contractor shall make good any such damage or injury except such as may be directly due to errors in the contract documents. The Contractor must protect adequately adjacent property as required by law and Contract Documents.
- .2 The Contractor shall provide protection against loss or damage to part of the building, materials, tools or equipment used throughout the term of the Comprehensive Maintenance And Service Agreement period and related to his scope of work and will not adjust or move any systems, or equipment at the place of work without the consent of the Store Manager or his/her designate.
- .3 Contractors will provide all protective devices required by the authorities having jurisdiction. Remove all such temporary facilities on the completion of the work.

2.2 MATERIALS, APPLIANCES AND EMPLOYEES

- .1 Unless otherwise stipulated, the Contractor shall provide and pay for all materials, labour, tools and equipment necessary for the execution of the work.
- .2 Unless otherwise specified, all materials shall be new; both workmanship and materials shall be of the quality specified, equivalent to and compatible with the equipment.
- .3 The Contractor shall not employ on the work any unfit person or anyone not skilled in the work assigned.
- .4 The Contractor shall not sub-contract any work without the written consent of the Nova Scotia Liquor Corporation.

2.3 CUTTING AND PATCHING

The Contractor shall be responsible for the removal and replacement of ceilings which shall match existing, all cutting, fitting, patching, and clean-up, that may be required to complete the work or to make its several parts fit together properly.

2.4 WORKERS' COMPENSATION INSURANCE/ACCIDENTS

- .1 All Contractors must be registered under the Workers' Compensation Act and provide their firm's WCB clearance number on the Bid Form.
- .2 If an accident occurs involving any employee of the Contractor, subcontractor or their employees, the Contractor shall provide notice and a copy of all accident reports to the NSLC immediately.

- .3 All Contractors must carry minimum \$2 million insurance.

2.5 CERTIFICATE OF RECOGNITION

- .1 Contractor must submit proof of their Certificate of Recognition issued jointly by the Nova Scotia Construction Safety Association and the Province of Nova Scotia Department of Labour **as a condition of award**. Where the bidder has not yet obtained a certificate, the bidder must submit a letter **as a condition of award** from the Nova Scotia Construction Association indicating that they are in the process of obtaining a Certificate of Recognition.
- .2 Failure to comply with item 2.5.1 will result in automatic disqualification of the tender submission.

2.6 CHANGE ORDERS AND ADDITIONAL WORK

- .1 No additional work that is not covered under the terms and conditions of the Comprehensive Maintenance And Service Agreement shall be performed unless the Contractor makes the necessary applications and receives approval in the form of a written Work Order issued by the Nova Scotia Liquor Corporation Facility Operations and signed by the Manager Facility Operations or his/her designate.
- .2 Should any faulty or damaged equipment be considered a hazard to any persons, property and/or the environment, the equipment in question must be shut down and/or isolated from the system.
- .3 Notwithstanding Article 2.6.1, should operational requirements dictate, verbal approval may be obtained from the Manager Facility Operations or his/her designate upon receipt of a written (facsimile accepted) quote.

2.7 INTERRUPTION OF SERVICES

- .1 Coordinate all work and use of the building with the Manager Facility Operations or his/her designate.
- .2 Maintain all services to all parts of the building which are in use. Temporary shutdown of services must be coordinated with the Manager - Facilities or his/her designate. Services shall include but not be limited to; point of sales equipment, electrical, mechanical, plumbing, communications, security and HVAC systems.

- .3 Temporary shutdown of some systems may not be possible during normal operating hours. In this case, it is the Contractors responsibility to provide temporary measures in order to maintain uninterrupted customer service and/or continued security and functionality.
- .4 Obtain permission from Manager - Facilities or his/her designate before interrupting any service.
- .5 Request permission to interrupt services not less than two (2) days in advance and state time(s) and duration(s) of interruptions.

2.8 TERMINATION OF CONTRACT

- .1 If the Contractor should be adjudged bankrupt, or if the Contractor should make a general assignment for the benefit of his/her creditors, or if a receiver should be appointed on account of his/her insolvency or if he/she should, except in cases recited in Article 2.8.1, refuse or fail to supply enough properly skilled workpersons or proper materials after having received seven (7) days notice in writing from the Nova Scotia Liquor Corporation to supply additional workpersons or materials, or if he/she shall fail to make prompt payment to sub-contractors or for materials or labour, or persistently disregard laws, ordinances or the instructions of the Nova Scotia Liquor Corporation, or otherwise be guilty of a substantial violation of the provisions of the Contract, or if the Contractor shall become negligent in the performance of his/her duties with regards to the terms and conditions of the Contract, then the Nova Scotia Liquor Corporation may, without prejudice to any other right or remedy, by giving the Contractor and the Surety thirty (30) day's written notice, terminate the employment of the Contractor and take possession of the premises and of all materials, tools and appliances thereon and finish the work by whatever method he/she may deem expedient, but without undue delay or expense. In such case, the Contractor shall not be entitled to receive any further payment until the work is finished. If the unpaid balance of the contract price shall exceed the expense of finishing the work, such excess shall be paid to the Contractor. If such expense shall exceed such unpaid balance, the Contractor shall pay the difference to the Nova Scotia Liquor Corporation.
- .2 If the work should be stopped under an order of any court, or other public authority, through no act or fault of the Contractor or of anyone employed by him/her, the Contractor may, upon three (3) days written notice to the Nova Scotia Liquor Corporation, stop work or terminate this Contract and recover from the Nova Scotia Liquor Corporation payment for all work executed and any loss sustained upon any plant or material with reasonable profit and damages.

2.9 INQUIRIES

Inquiries pertaining to this tender may be directed to:

Nova Scotia Liquor Corporation
93 Chain Lake Drive
Halifax, NS, B3S-1A3

Attention: Manager - Facilities
Karen Faulkner

Telephone: (902) 450-5851

Facsimile: (902) 450-6051

E-mail karen.faulkner@myNSLC.com

2.10 EVALUATION CRITERIA

.1 Tenders will be evaluated on the following weighted criteria:

Compliance with the Tender Documents	Pass/Fail
Price	90%
Maintenance Schedules And Procedures	10%

===== END =====

3.1 SCOPE OF WORK

- .1 The Contract shall be in effect for a period of three (3) years with a two-(2) year option.
- .2 The Contract shall include four (4) service and inspection visits per year to the Nova Scotia Liquor Corporation Head Office / Distribution Centre located at 93 Chain Lake Drive, Bayers Lake Business Park, Halifax, Nova Scotia.
- .3 The Contract shall provide for all service and emergency calls directly related to equipment breakdown or malfunction.
- .4 The Contract shall provide for the replacement of all air filters with high quality pleated filters at each inspection for a total of four (4) air filter replacements per year for each year of the contract. Humidifier filters shall be replaced as per Service Life requirements.
- .5 The Comprehensive Maintenance Agreement shall cover all maintainable components of the Heating, Ventilation, Air Conditioning, Humidification, Building Automation systems, Walk-in Coolers and Freezers and Packaged Refrigeration Units. These include but are not limited to - compressors, fans, motors, pumps, burners, valves, controllers, relays, contactors, circuit boards, switches, breakers, thermostats, gauges, belts, pulleys, tensioners, safety devices, door springs and seals, etc.
- .6 Non-maintainable items not covered under the contract include but are not limited to; cabinets, covers, coils, piping, wiring, ductwork.
- .7 The Nova Scotia Liquor Corporation reserves the right to tender for any additional work or repairs not covered in the scope of the Comprehensive Maintenance Agreement.

3.2 DETAILS OF WORK

- .1 The Contractor shall supply and pay for all labour, materials, test instruments, tools and accessories for the performance of the quarterly service and inspection visits.
- .2 Examine, adjust, calibrate and clean all thermostats, humidification controls, temperature controllers, pressure controls, VMA controllers, variable air volume boxes, dump boxes, valves, relays, motors, coils, compressors, humidifiers, dryers, regulators, radiant heat controllers and all equipment and accessories and components pertaining to the Heating, Ventilation, Air Conditioning, Humidification, Building Automation System, Walk-in Coolers and Freezers and Packaged Refrigeration Units.
- .3 Make necessary programming modifications and enhancements to the Metasys building operating system required to maintain optimal environmental conditions.

-
- .4 Supply oils and lubricants required and lubricate such components as valve packing glands, damper bearings, motors and bearings, linkages, heat wheel drive mechanisms and bearings, and switches directly pertaining to all equipment covered under the terms and conditions of the Comprehensive Maintenance and Service Agreement.
 - .5 Replace valve packing material of control valves as often as recommended by the manufacture or as often as may be required to prevent the valves from leaking.
 - .6 Verify tight closure of all valves. Replace any valves or seals found to be leaking.
 - .7 Check all solid state heat controllers for proper amperage output and verify safety limits. Repair or replace as required.
 - .8 Lubricate control valve in cabinet convectors. Any damage to the walls during servicing of the convectors shall be the responsibility of the contractor to repair.
 - .9 Instruct the individual who is in charge of the building on the day to day procedure to help minimize environmental control problems.
 - .10 Repair or replace work control parts or complete control components with new parts or components.
 - .11 Ensure that all gauges such as pressure, temperature, etc. are operating properly. Replace defective gauges.
 - .12 Ensure that all safety devices are functioning as required. Replace any defective safety device.
 - .13 It is agreed that under this section of the agreement the Contractor is not to make replacement or repairs necessitated by reasons of negligence, vandalism, or misuse of the equipment or by any other cause beyond the Contractors control except ordinary wear and tear as part of the lump sum price of the Contract. The Contractor shall not be required to make safety tests or to install new attachments or additional controls as recommended or directed by any insurance company or laboratory, or governmental agency, or to make replacements mentioned herein with parts or devices of different design for any reason whatsoever. Work of this nature shall be classified as extra to the contract.
 - .14 Check, adjust, and/or replace as required all belts, pulleys and tensioners.
 - .15 Replace all HVAC and Humidification system filters, as specified.
 - .16 Clean all components including coils, drains and drain pans etc.

- .17 Replacement of refrigerants shall be included at no cost to the owner except as may be required due to damage or conditions not covered within the scope of the Comprehensive Maintenance And Service Agreement.
- .18 The Contractor shall use refrigeration recovery equipment and not release any liquid or vapour to the atmosphere. All substances are to be recycled and/or disposed of in an environmentally safe manner in accordance with the Province of Nova Scotia's Ozone Layer Protection Act, Section 4, Chapter 331 dated 1989 (or current).
- .19 Verify and adjust set points and night set back schedules, adjust as required.
- .20 The Contractor shall provide a detailed service report of each service and inspection visit. This report shall include but not be limited to, all maintenance checks, repairs, adjustments and parts replaced. Any recommendations resulting from the service and inspection visit must be submitted separately.
- .21 Cleaning solutions and chemicals used must be non-flammable and non-toxic, concentrated, industrial strength, biodegradable and dilutable with water. Cleaning solutions and chemicals used must meet requirements of USDA for incidental food contact and contain no Class I ozone-depleting compounds.

3.3 BUILDING AUTOMATION SYSTEM

- .1 Perform all manufacture recommended tests and calibrations of AHU, UNT, VMA and VAV application specific controllers.
- .2 Perform all manufacture recommended tests and calibrations of Lab/Central Plant (LCP) application specific controllers. (DX-9100's)
- .3 Perform all manufacture recommended tests and calibrations of Network Control Units (NCU) and Network Expansion Units (NEU).
- .4 Perform all manufacture recommended tests, and calibrations of Metasys Operator Workstations.
- .5 The Contractor shall submit proof of accreditation with Johnson Controls Institute for the following courses;
 - Metasys PMI Facility Operator
 - Metasys Database Management and Generation
 - Metasys HVAC ASC Engineering
 - Metasys DX-9100 Engineering
 - Metasys Hardware Troubleshooting

- .6 The Contractor shall have access to the following tools and equipment;
 - AS-CBLPRO-2, Zone Bus Interface Device
 - AS-CVTPRO, Zone Bus/N2 Interface Converter
 - Current release of M-Tool Software
 - Current release of Metasys Network JC Basic Programming Language.

- .7 The Contractor shall provide required software upgrades to maintain current release of all necessary applications.

- .8 The Contractor shall ensure ready access to and availability of replacement parts and equipment.

===== END =====

APPENDIX "A"

Equipment Lists

The attached equipment lists are for informational purposes only and are not guaranteed to be wholly accurate or all-inclusive. The Nova Scotia Liquor Corporation and its representative apologize for any errors or omissions on the attached equipment lists. However, it is the responsibility of the Contractor to verify, compare and include all equipment and components of all HVAC and refrigeration systems.

For the purpose of this Contract, the term HVAC systems shall be considered to be all inclusive of every aspect of the Heating, Ventilation and Air Conditioning Systems. This shall include all control systems and their associated sensors and equipment, pneumatics, logic and DDC.

The refrigeration systems shall include;

- Warehouse Walk-in cold storage
- Packaged refrigeration units (all units)

APPENDIX "B"

Site Visit And Inspection Form

This certifies that: _____
(Name – please print)

of _____
(Company – please print)

has visited the Head Office/Distribution Centre, noting the equipment and systems installed therein and their operational status. All equipment and systems have been verified and are included notwithstanding any errors and/or omissions in Appendix "B" of the tender Contract Documents. A list of deficiencies and remedial action if required is attached to the back of this form.

Date: _____

Contractors Representative: _____

Manager - Facilities: _____
/ Designate